

Indiana Commission for Higher Education  
Indiana Board for Proprietary Education

Out-of-State Institutions and  
In-State Proprietary Institutions Offering Instruction in Indiana  
with a Physical Presence in the State

**DEGREE APPLICATION**  
(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution	Kaplan University		
Name of Program	Associates of Applied Science in Legal Support (22.0399)		
Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.)			AAS
Name of Person Preparing this Form	Kelly Karki		
Telephone Number	312-385-1416	Telephone Number	
Date the Form was Prepared (Revise date after any revision)	October 7, 2015 (Revised 11/23/2015)	Date the Form was Prepared	

**I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.**

The Associate of Applied Science in Legal Support and Services program is designed to offer a broad-based foundation in the knowledge of the law and other related practical study areas, in conjunction with the practical and technical skills and competencies required of various professions in the legal field. Comprehensive study in areas such as legal research and writing, civil litigation, legal ethics, torts, and various legal disciplines help prepare you for diverse career opportunities.

**Objectives:**

1. Theory and Principles: Define the basic elements of specific areas of law.
2. Research: Find relevant primary and secondary legal sources to apply to specific fact scenarios.
3. Investigation: Describe the exploratory techniques used in the legal profession.
4. Communications: Draft communications using practical concepts from specific areas of law.
5. Critical Thinking: Assess the legal practices of various societal institutions.

**II. PROGRAM STRUCTURE:** List all courses in the program. Indicate course name, course number, and number of credit hours or clock hours for each course.

Name of Program: Associate of Applied Science in Legal Support and Services

Total Course Hours: 90 credits Check one: Quarter Hours X  
 Semester Hours \_\_\_\_\_  
 Clock Hours 2700

Tuition : \$22,500.00 Length of Program: 24 months

**SPECIALTY COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
LS100	Introduction to the Law and the Legal Profession	5
LS185	Introduction to American Jurisprudence	5
PA253	Legal Ethics	5
LS204	Legal Research and Writing	5
PA165	Introduction to Torts	5
PA230	Introduction to Legal Technology	5
PA110	Civil Litigation	5
PA250	Family Law	5
PA260	Criminal Law	5
LS298	Associates Applied Science in Legal Support and Services Capstone	5
Major electives	Choose four from PA and/or SS. We recommend: PA261: Bankruptcy and Debtor Creditor Law PA221: Wills, Trusts & Estate Planning PA106: Legal Terminology and Transcription SS236 People, Power, Politics-An Introduction to American Government	20

**LIBERAL ARTS:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
CM107	College Composition I	5
CM220	College Composition II	5
Math	MM150: Survey of Mathematics OR MM212: College Algebra (Recommend MM212)	5

**GENERAL COURSES:**

Open	Elective	5
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Number of Credit/Clock Hrs. in Specialty Courses:	70	/	90	Percentage:	78
Number of Credit/Clock Hrs. in General Courses:	5	/	90	Percentage:	5
If applicable:					
Number of Credit/Clock Hrs. in Liberal Arts:	15	/	90	Percentage:	17

**III. LIBRARY: Please provide information pertaining to the library located in your institution.**

**1. Location of library; Hours of student access; Part-time, full-time librarian/staff:**

Links to the Library are available from within the Kaplan University Campus student portal, or students and faculty may go directly to Kaplan University's website. At the beginning of 2013, Kaplan invested in improving the library's user experience by adding EBSCO Discovery Service, bringing the Library a modern web-scale search engine that allows users to search the library's materials through a single point. Students and faculty may access library resources from anywhere 24 hours per day, 7 days per week.

The Online Library staff is available to answer reference questions by e-mail, instant message, and telephone. The library guarantees response times to student emails within one business day, and chat services are available at set times posted on the library website, Monday - Friday. Reference services are well used, with thousands of questions coming to Library staff annually.

Kaplan University's online library holdings offer a range and quantity of materials sufficient to support student learning. Students can search and open the full text of thousands of articles from over 18,000 subscribed serial publications that cover a wide variety of subjects relevant to our degree programs. Students can also search and read the full text of over 148,000 e-book titles, and hundreds more open access journals and e-books published on the web.

**2. Number of volumes of professional material:**

See Above

**3. Number of professional periodicals subscribed to:**

See Above

**4. Other library facilities in close geographical proximity for student access:**

Not Applicable

**IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.**  
**\*\* Include all required documentation pertaining to the qualifications of each instructor.**

<b>Total # of Faculty in the Program:</b>	<b>93</b>	<b>Full-time:</b>	<b>7</b>	<b>Part-time:</b>	<b>86</b>
Fill out form below: (PLEASE LIST NAMES IN <u>ALPHABETICAL ORDER.</u> )					

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full- time	Part- time
Adam Pincus	JD					x
Alan Daniel	JD					x
Anne Phillips	JD					x
Annemarie Kelly	JD					x
Beverly Moravcik	JD					x
Brandon Truman	JD					x
Brandy Kreisler	JD					x
Brent Halbleib	JD					x
Brian Craig	JD					x
Carla Pruitt	JD					x
Carlene DiPrenda	JD					x
Charles Hall	JD					x
Clyde Craig	JD					x
Craig Jones	JD					x
Cristina Nolan	JD					x
Daniel Molnar	JD					x
Darla Johnson	JD					x
David Bondanza	JD					x
David Rakowski	JD					x
David Weigel	JD					x
Dean Poirier	JD					x
Dennis Kehm	JD					x
Donna Harwell	JD					x

<b>Edward Romano</b>	JD					x
<b>Elenor Taylor</b>	JD					x
<b>Emily Rozwadowski</b>	JD					x
<b>Emily Ryan</b>	JD					x
<b>Heather Valdes</b>	JD					x
<b>Holly Buenger</b>	JD					x
<b>Jack Breiden</b>	JD					x
<b>Jacqueline Medenblik</b>	JD					x
<b>James Hazel</b>	JD					x
<b>James Kent</b>	JD					x
<b>James McNamara</b>	JD					x
<b>James Roche</b>	JD					x
<b>Jane McElligott</b>	JD				x	
<b>Janet Libby</b>	JD					x
<b>Jeffrey Gulley</b>	JD					x
<b>Jeffrey McGaffick</b>	JD					x
<b>Jessica Gauvin</b>	JD					x
<b>Jim Grim</b>	JD					x
<b>Jodi Gill</b>	JD					x
<b>John Berube</b>	JD				x	
<b>Jonathan McGovern</b>	JD					x
<b>Joseph Marchionda</b>	JD					x
<b>Joshua Dalrymple</b>	JD					x
<b>Joy Tootle</b>	JD					x
<b>Julie Dennis</b>	JD					x
<b>Kristin Johnson</b>	JD					x
<b>LaShawn Piquant</b>	JD					x
<b>Laura Catron</b>	JD					x
<b>Leah Westerman</b>	JD					x

<b>Linda Ashar</b>	JD					x
<b>Lorri Scott</b>	JD					x
<b>Maria Toy</b>	JD					x
<b>Marie Smith</b>	JD					x
<b>Mark Baum</b>	JD					x
<b>Meegan Zickus</b>	JD					x
<b>Michael Wilson</b>	JD					x
<b>Michelle Bowman</b>	JD					x
<b>Michelle Young</b>	JD					x
<b>Monique Chiacchia</b>	JD				x	
<b>Myra Navarro</b>	JD					x
<b>Nadia Brunetto</b>	JD					x
<b>Necole Turner</b>	JD					x
<b>Nikki Harris</b>	JD					x
<b>Nnena Odim</b>	JD					x
<b>Patrick Cleveland</b>	JD					x
<b>Paul Croushore</b>	JD					x
<b>Paula Gentius</b>	JD					x
<b>Preston Mighdoll</b>	JD					x
<b>Ramona Atkins</b>	JD				x	
<b>Randee Breiter</b>	JD					x
<b>Robert Allen</b>	JD					x
<b>Robert Morse</b>	JD					x
<b>Roberta Katz</b>	JD					x
<b>Sait Reese Tarhan</b>	JD					x
<b>Scott Pearce</b>	JD					x
<b>Scott Strauss</b>	JD					x
<b>Seth Hopkins</b>	JD					x
<b>Sherry Olsen</b>	JD				x	

<b>Stacey Callaway</b>	JD					x
<b>Stephen Renick</b>	JD					x
<b>Steven Hardgrave</b>	JD					x
<b>Susanne Kinsella</b>	JD				x	
<b>Timothy Carlin</b>	JD					x
<b>Toni Starcher</b>	JD				x	
<b>Tracy Nothnagel</b>	JD					x
<b>Victoria Anderson Ferrin</b>	JD					x
<b>Victoria Corbo</b>	JD					x
<b>Wendi Cline</b>	JD					x
<b>William Muniak</b>	JD					x
<b>Zara Roach</b>	JD					x

*Indiana Commission for Higher Education*  
*Indiana Board for Proprietary Education*  
**Supplementary Information on**  
**Licensure, Certification, and Accreditation**

Institution: Kaplan University

Degree Program: AAS Legal Support and Services

Locations: Indianapolis

### **State Licensure**

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure? No.

If so, please identify

The specific license(s) needed:

The State agency issuing the license(s):

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### **Professional Certification**

What are the professional certifications that exist for graduates of similar program(s)? NALA, NFPA and NALS

Will a graduate of this program be prepared to obtain national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana?

At this time we do not have information as it pertains to Indiana.

The courses in the program do lend themselves to prepare students for the possibility of taking the certification exam.

If so, please identify

Each specific professional certification: NALA, NFPA and NALS

The national organization issuing each certification: NALA, NFPA and NALS

Please explain the rationale for choosing each professional certification: These national organizations are for legal assistants, paralegal and legal support staff.

Please identify the single course or a sequence of courses that lead to each professional certification? The combination of the entire degree plan as identified here.

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### **Professional Industry Standards/Best Practices**

Does the program curriculum incorporate professional industry standard(s) and/or best practice(s)? Yes.



If so, please identify

The specific professional industry standard(s) and/or best practice(s):

Per our advisory board's (which is consistent of legal practitioners, educators, employment agency staff) guidance and our intent to follow ABA standards for curriculum Our program is in line with ABA's definition of legal assistant/paralegal: "A legal assistant or paralegal is a person, qualified by education, training or work experience who is employed or retained by a lawyer, law office, corporation, governmental agency or other entity and who performs specifically delegated substantive legal work for which a lawyer is responsible."

The program is designed using ABA standards as a guide and is designed to combine the technical skills of various specialized areas of law with research, practical, technological, and analytical skills.

The organization or agency, from which the professional industry standard(s) and/or best practice(s) emanate:  
American Bar Association

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#### **Program Accreditation**

Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment? N/A.

If so, please identify the specialized accrediting agency:

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#### **Transferability of Associate of Science Degrees**

Since CHE/BPE policy reserves the Associate of Science designation for associate degrees whose credits apply toward meeting the requirements of a related baccalaureate degree, please answer the following questions:

Does a graduate of this A.S. degree program have the option to apply all or almost all of the credits to a related baccalaureate degree at your institution? Yes.

If so, please list the baccalaureate degree(s): BS Legal Studies.

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#### **Job Titles**

List specific job titles and broad job categories that would be appropriate for a graduate of this program:

Legal Support Team Members in the following organizations:

- Private Law Firms
- Corporations
- Government Agencies
- Health Care Institutions
- Administrative Agencies

Job Titles:

- Legal Assistants
- Paralegals
- Legal Secretaries
- Court Clerks